

Custodial, Labor and Trades Branch
Equipment Operation Group
Coach Operator Series

COACH OPERATOR

10/97

Summary

Under general supervision, on assigned shift, operate passenger coach over specified routes following prescribed time schedules.

Typical Duties

Operate passenger coach over specified routes. Involves: inspecting body of coach, tires, doors, windows, motor performance and other safety equipment for unreported damage or malfunctions and making necessary adjustments; picking up assigned route material, including trip sheets and transfer pads, from dispatcher; ensuring farebox is installed and in proper working order; maintaining time schedules within departmental limits; ensuring passengers are properly accommodated prior to putting coach into motion; checking time schedule and boarding passengers at designated bus zones; ensuring proper fares are deposited into farebox; issuing and receiving transfers; checking passenger identification cards and punching fare cards; performing passenger counts.

Perform related duties as assigned. Involves: answering passenger questions on routes, discharge zones, schedules and fares; assisting the elderly and disabled on and off the coach; reporting unusual incidents to supervisors; counting and turning in transfers; reporting mechanical defects, road hazards, traffic accidents and passenger injuries to supervisors and relief drivers; operating a two-way radio; recommending service improvements.

Minimum Qualifications

Training and Experience: Completion of the El Paso Transit Coach Operator Training Program or completion of the tenth grade and two (2) years experience in the operation of passenger buses or medium commercial vehicles; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: passenger coach operations; traffic laws; hazards and safety precautions of the trade. Some knowledge of: departmental policies and procedures; geography of the City.

Ability to follow oral and written instructions; discern and report equipment malfunctions; to adhere to prescribed routes and schedules; courteously impart information to the public; perform simple arithmetic; establish and maintain effective working relationships with fellow employees and the general public in a courteous and tactful manner; simple reports.

Skill in the safe operation and care of: passenger coaches; two-way radio equipment.

Licenses and Certificates: Texas Class "B" Driver's License with passenger endorsements.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime, as required. Must be 21 years of age; must pass periodic physical examinations as required by applicable federal regulations; must pass background investigation. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head